



# Office Excel 2007 Difference

## Application-specific Changes

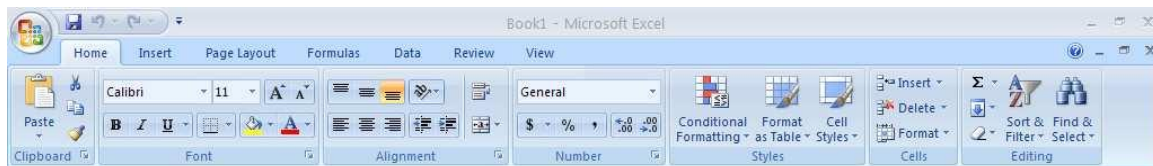
In addition to the interface changes, you should notice that some features have been enhanced and work more like they should (namely, the Spell Checker). New features have been added, such as SmartArt and Themes. This section briefly describes the major application specific changes to Excel 2007.

### Ribbon

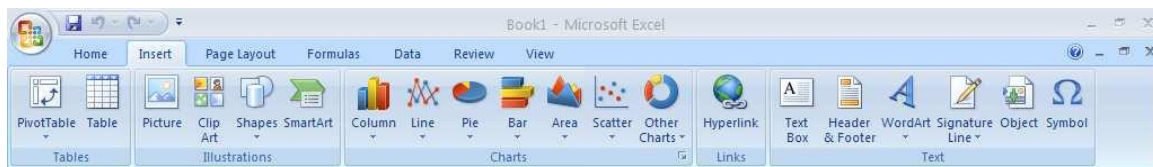
The Ribbon in Excel contains the same tools and options as before (with a few additions), organized in a different way.

The following describes each tab.

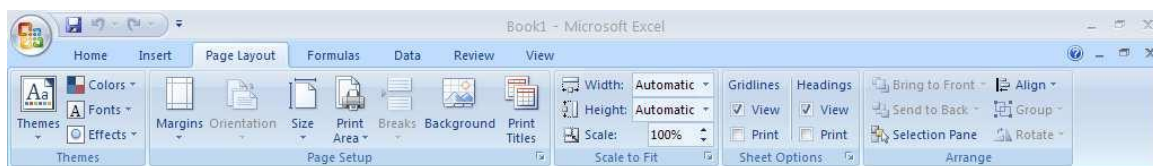
- ✓ **Home**—The **Home** tab contains the most commonly used tools for formatting cells and fonts, etc. Options are grouped by Clipboard, Font, Alignment, Styles, Cells, and Editing.



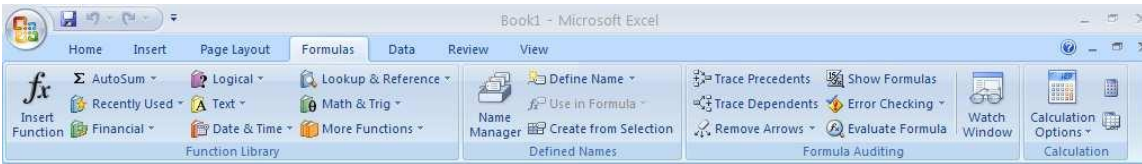
- ✓ **Insert**—The **Insert** tab displays many of the tools from the old Insert menu. Options are grouped by Tables, Illustrations, Charts, Links, and Text.



- ✓ **Page Layout**—Many features from the old Page Setup window (File | Page Setup) are found on the **Page Layout** tab. The Themes options are new, predefined sets of colors, lines, fonts, and fill effects, comparable to a template. Customize them to keep a constant look and feel to your documents. Options are grouped by Themes, Page Setup, Scale to Fit, Sheet Options, and Arrange.



- ✓ **Formulas**—The **Formulas** tab contain many of the options from the old Tools menu and the Insert Function window. Options are grouped by Function Library, Defined Names, Formula Auditing, and Calculation.



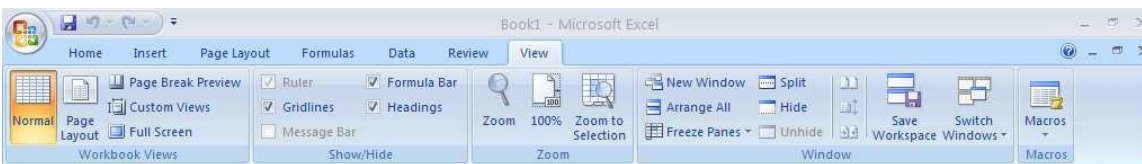
- ✓ **Data**—The **Data** tab consists of the options found on the old Data menu. Options are grouped by Get External Data, Connections, Sort and Filter, Data Tools, and Outline.



- ✓ **Review**—The **Review** tab contains the commands you need to review a document, such as Spell Check, Track Changes, etc. Many of these items were on the old Tools menu. Options are grouped by Proofing, Comments, and Changes.



- ✓ **View**—In addition to the items that used to be on the old View menu, the new **View** tab also contains Excel's new Page Layout view. The view is comparable to that the Print Layout in Word. It allows you to view a document as it will look when printed. Options are grouped by Workbook Views, Show/Hide, Zoom, Window, and Macros.



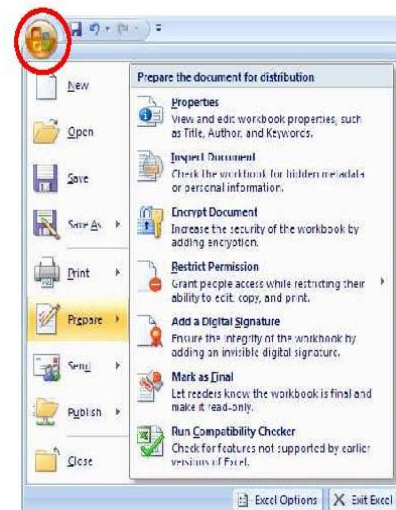
## Office Button

Excel's Office button displays a menu that contains commands from the old File and Tools menus and more. For example, the Prepare feature includes new options to encrypt your document and run a compatibility checker.

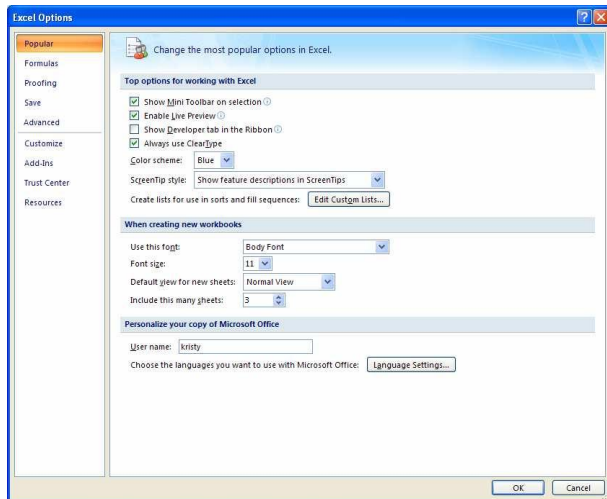
Remember, if the menu item has a right facing arrow on the right, additional related options are available.

Access the Excel Options window by clicking the Excel Options button. The Excel dialog box window opens with the "Popular" options selected. Here you can choose the Color scheme for the Office Applications as well as other options shown.

Choosing "**Customize**" allows you to customize the Quick



Access toolbar, adding commands to it from a list of popular commands.






## Formula AutoComplete Improvements

The Formula AutoComplete feature now makes it easier to create and edit formulas and minimize typing and syntax errors. After typing = (an equal sign) and the first letter(s), Excel displays a dynamic drop-down list of matching valid functions, names, and text strings beneath the cell. All you have to do is select an item from the dropdown list.

## Views

On the bottom right side of the Excel 2007 window is the View toolbar, which contains three buttons that change the way you view a worksheet. There is also a zoom bar beside the view buttons which allows you to zoom in or out on the content.



- ✓ In **Normal View**  (the first button on the left), you have a regular worksheet and tabbed menus.
- ✓ The second button, the **Page Layout View** button , changes the view to facilitate worksheet layout for printing. There are rulers to aid in setting margins and positioning objects. Using your mouse, you can drag the margins to change them when the cursor changes to a two-headed arrow. Also, there are header and footer areas where you can easily type headers and footers. On the Page Layout tab, in the Scale to Fit group, you can shrink the worksheet to fit a certain number of pages or stretch/shrink it to a percentage of its current size.
- ✓ The third button  on the View toolbar is **Page Break Preview** used to quickly see and change page breaks for printing. The automatic page breaks are dotted and the ones you insert are solid lines. You can drag page breaks to new locations or remove manually inserted page breaks by dragging them off of the page. Also, you can right-click any cell and use the shortcut menu to insert page breaks or to reset all page breaks.